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**GROUP EVENTS PACKAGE INSTRUCTIONS AND PRICING**

**INCOMING SHIPMENTS**

Packages received at the hotel more than **3** days prior to the event will be subject to storage fees. Handling fees are assessed per package. Storage fees are assessed daily per package (after the 3-day grace period). All fees are subject to sales tax. Packages for exhibitors will be delivered to the convention location during the setup time.

|  |  |  |  |
| --- | --- | --- | --- |
| **Inbound Handling Rates** |  | **Daily Storage Rates** |  |
| **Weight** | **Rate** |  | **Weight** | **Rate** |  |
| **0-5 pounds** | $5.00 |  | **0-5 pounds** | $1.50 |  |
| **6-20 pounds** | $10.00 |  | **6-20 pounds** | $3.00 |  |
| **21-50 pounds** | $15.00 |  | **21-50 pounds** | $4.50 |  |
| **Over 50 pounds** | $25.00 |  | **Over 50 pounds** | $7.50 |  |
| **Pallets** | $75.00 |  | **Pallets** | $22.50 |  |
|  |  |  |  |  |  |

**Improperly labeled packages will guarantee delays in receiving your materials.** Please address incoming packages as follows:

**The Lodge at Gulf State Park, A Hilton Hotel**

**ATTN: Your Name (the person receiving the package), Convention Name (The name of the conference or event that you are attending), Your booth or business name.**

**21196 East Beach Blvd.**

**Gulf Shores, AL 36542**

**OUTGOING SHIPMENTS**

**You must provide your own shipping label and schedule a pickup with your shipper to send outgoing packages from the hotel. Shipping companies will not take packages without a scheduled pick-up. Pickups can be scheduled when generating your label online. You can also call your shipper to schedule pick-ups. Properly labeled outgoing shipments can be left in the exhibit area and will be delivered to our loading dock for your scheduled pick-up. Do not bring outgoing shipments to the front desk. Improperly labeled outgoing shipments will be delivered to Loss Prevention as a lost and found item and discarded after 30 days.**

**UPS PICKUPS:** [**https://wwwapps.ups.com/pickup/schedule?loc=en\_US**](https://wwwapps.ups.com/pickup/schedule?loc=en_US)

**FEDEX PICKUPS:** [**https://www.fedex.com/en-us/shipping/schedule-manage-pickups.html**](https://www.fedex.com/en-us/shipping/schedule-manage-pickups.html)